



Staff Approval

Application for Wireless Service Facilities (WCF)

All WCFs shall require Development Review Board approval with the exception of minor facilities, which the Zoning Administrator shall have authority to approve; subject to the Zoning Ordinance requirements of Sec. 1.906. Minor WCFs include: building mounted, mounted to existing poles, mounted to existing towers and/or rooftop mounted whip antennas.

Please Note: After review by Project Coordination staff, it may be determined that this request requires approval by the Development Review Board through the public hearing process. Any fees paid shall apply toward the fee for this process. **If approved at staff level, this approval expires one (1) year from the date of approval if a permit is required but has not been issued.**

Date: _____ WCF Name: _____ Associated Case(s): _____

WCF Address/Location: _____

Zoning: _____ Parcel Number: _____ Quarter Section: _____

If WCF located in City right-of-way? _____. If yes, Provider must apply for permission to work in City right-of-way and permission to leave private improvements in the City right-of-way.

Request: _____

Applicant: _____

Phone: _____ Fax: _____

Address: _____

No application shall be accepted by Development Services without all information in the section above and without all items marked below.

Submittal Requirements

All graphics and plans shall be to scale and dimensioned

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| <input checked="" type="checkbox"/> Narrative describing nature of all changes being requested | <input checked="" type="checkbox"/> A map that shows, up to a distance of ½-mile from the project, any single family residential developments that are existing, zoned or are shown in the General Plan |
| <input checked="" type="checkbox"/> Photographs of site & photo simulations of proposed antenna including all areas of change - 8½' x 11" | <input type="checkbox"/> Landscape and irrigation plan indicating location, type, quantity and size of plant palette. Include site distance triangles when applicable (2) 24" x 36" folded |
| <input type="checkbox"/> Elevation drawings of new additions, buildings, screening, poles or other changes - (2) 24" x 36" folded | <input type="checkbox"/> Archeology Survey and Report or "Records Check" report or copies of Previous Archeological Research |
| <input type="checkbox"/> Material sample and color paint chips (or noted to match existing/proposed facility) | <input type="checkbox"/> Owner's Authorization Letter |
| <input checked="" type="checkbox"/> Site plan indicating extent and location of antennas additions, buildings and other structures, including all equipment cabinets. This site plan shall indicate dimensions of existing and proposed structures as well as any required setbacks and site distance triangles | <input type="checkbox"/> Community Input Certification (notify property owners within 750-foot radius of site and/or open house) |
| <input checked="" type="checkbox"/> Map of the service area for proposed facility - (1) 8½' x 11" | <input type="checkbox"/> Property Owner's Association Input |
| <input checked="" type="checkbox"/> Map showing other existing or planned facilities that will be used by the personal wireless service provider who is making this application. Describe the height, mounting style and number of antennas on each facility - (1) 8½' x 11" | <input type="checkbox"/> Application Fee: \$_____ |
| <input type="checkbox"/> Description of height and diameter of existing pole to be replaced or extended if facility is co-locating or a joint use | <input type="checkbox"/> Schedule a meeting with your Project Coordinator before submitting application |
| | <input type="checkbox"/> FCC RF compliance documentation certified by an Arizona licensed engineer |
| | <input type="checkbox"/> Other: _____ |

Official Use Only

Coordinator: _____ Date: _____ - PA - _____

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088